

ORGANIZATION:	City of Canby	DATE:	August 2017
DEPARTMENT:	Canby Public Library	UNION:	AFSCME Represented*
CLASSIFICATION:	Office Specialist I	FLSA STATUS:	Non-Exempt
TITLE:	Library Assistant I	*May be non-represented based on position & work schedule	

PURPOSE OF POSITION: Perform duties within the Library requiring knowledge of library operations, programs, and procedures, including: circulation, technical services, children's services, reader's advisory services, and readers advisory and reference services. Perform a variety of routine administrative support activities of a limited to moderate complexity which contribute to efficient office operations and require a basic understanding of department and City programs and procedures.

The OSI is distinguished from the OSII in that duties are less varied, more routine in nature, and the work is performed under close supervision.

A variety of routine tasks are performed within well-defined procedures and are reviewed regularly for accuracy, adherence to established policies and procedures, quality and thoroughness. Assistance is readily available from co-workers and/or supervisors. Problems are identified and a solution is suggested to a supervisor for approval.

ESSENTIAL JOB FUNCTIONS:

Staff the public services area, which includes checking library materials out and in; collecting fines/fees; answering telephone; issuing library cards/forms/applications; reviewing returned materials for damage; and arranging materials for re-shelving. May prepare the library for opening and/or closing.

Perform library duties such as reader's advisory and reference services; loans within the regional cooperative library service, searching data base, ordering materials, receiving and logging in order, notifying patron, and returning order to lending library; tracking holds, etc.

Prepare and process library materials, including data entry, stamping books, typing spine labels, applying covers, preparing CDs and DVDs, updating lists and weeding. Assist in the selection of library materials.

Provide reference and reader's advisory services for the public. Respond to inquiries from the public regarding use of the library and equipment. Explain and troubleshoot use of facilities and equipment, such as public access computers, photocopy machine, etc.

Provide customer service for library. Greet visitors, determine nature of visit/call, respond if within scope of circulation/reference functions or direct to appropriate person. Respond to routine, non-routine and technical questions from internal and external customers.

Use word processing software to type routine letters, memos and other material from rough draft and/or verbal instruction. Proofread, review for grammar, and edit documents as necessary.

Perform a variety of routine administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. Process and distribute incoming and outgoing mail.

Compile information and reference materials for supervisor, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Maintain files and records to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of office and/or library practices and procedures, business English, word processing and spreadsheet software, clerical practices, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Equivalent to high school education and one to two years of library experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must demonstrate ability to alphabetize and understand the Dewey Classification System.

SPECIAL REQUIREMENTS/LICENSES: Must be able to communicate effectively and efficiently.

DESIRABLE REQUIREMENTS: Prior experience in a library environment. Knowledge of municipal government functional areas and specific word processing software utilized within the department. Spanish bilingual.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, kneel, stoop, communicate (talk and hear), reach, lift, and manipulate objects. This position requires mobility. Duties involve lifting, carrying, stacking, and moving materials weighing up to 30 pounds on a regular basis including but not limited to books, magazines, files, book crates, office equipment, etc. The employee must be able to move wheeled carts weighting up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Employee must be able to distinguish numbers and characters in print and on an electronic screen. Must be able to efficiently use a computer keyboard and mouse. Manual dexterity and coordination are required for over 50% of the work period while operating equipment such as computer keyboard, printers, copiers, calculator, and other standard office equipment. Duties of this position are usually performed in an indoor environment, involving heavy public contact with a usually moderate noise level.

WORKING CONDITIONS: Usual library working conditions. The noise level in the work area is typical of most library environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Library Director.